

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <b>Embassy Panama</b>	2. Agency <b>State</b>	3a. Position Number <b>A71026</b>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) <u>A71025</u> , <u>Translator (Cultural Assistant)</u> (Title) <u>210</u> (Series) <u>FSN-8</u> (Grade)</div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Updated by American Supervisor on 12/23/2016</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>Cultural Assistant (Translator), 6005</b>	<b>FSN-7</b>	<b>TV</b>	<b>03/08/12</b>
b. Other				
c. Proposed by Initiating Office	<b>Cultural Assistant/Translator</b>			
6. Post Title of Position (if different from official title) <b>Cultural Assistant/Translator</b>		7. Name of Employee		
8. Office/Section <b>Public Diplomacy</b>		a. First Subdivision <b>Cultural Section</b>		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.    <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.    <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.    <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.    <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
<b>13. Basic Function of Position</b>  The incumbent is under the direct supervision of the Cultural Affairs Specialist and co-manages arts and other cultural programming. As needed, will back-up the Cultural Specialist.				
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> <b>See Attached</b> <b>% OF TIME</b>				

**75% of time**

In coordination with the Cultural Affairs Specialist, selects and applies effective tools to carry out cultural programs, including IIP and ECA Speaker and Specialist Programs. The incumbent will assist the Cultural Specialist in ensuring the completion of all logistical arrangements for these programs and will from time to time be solely responsible for program execution. The incumbent will also assist in the implementation of Performing Arts and visual Arts programs, both Washington-driven and Post-generated. Will act as liaison with host institutions, preparing and translating if necessary material to support the program, coordinating publicity and press coverage with the Information Section as well as drafting evaluation reports.

**10% of time**

Serves as the Cultural Section translator and the backup for the Information Section translator. Translations will include all cultural section translation needs, the Ambassador's speeches, press releases, official and unofficial documents dealing with bilateral and multilateral policy. Draft correspondence in English and Spanish on routine, as well as program matters. May be required to serve as an interpreter for U.S. Speakers and other visitors.

**15% of time**

Perform other cultural program related duties as needed, such as in escorting cultural program visitors, and makes timely entries into the Mission Action Tracker (MAT) program to ensure PAS activities are properly recorded. Serves as backup MAT post Administrator.

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A university degree in the fields of languages, social communication, business, marketing, liberal arts, international affairs or journalism is required.
- b. Prior Work Experience: Two years of progressively responsible experience in education, event management, social media, marketing, cultural activities, university teaching or related fields is required.
- c. Post Entry Training: Professional training as appropriate. Training in managing cultural programs, translating, interpreting, and writing.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Basic knowledge of U.S. and country's political, economic, cultural structures is required. Knowledge of programming venues, alternatives and techniques is required.
- f. Skills and Abilities: Ability to deal with a wide range of contacts in the cultural word. Ability to draft correspondence and memoranda. Typing skills are required. Incumbent must be able to render accurate, clear translation, capturing all the meaning and intent of the original. Good knowledge of Microsoft Office is required.

## **16. POSITION ELEMENTS**

- a. Supervision Received: Supervised by the Cultural Specialist.
- b. Supervision Exercised: None
- c. Available Guidelines: Department of State/Foreign Affairs policies and procedures, Mission Performance Plan, Washington program office guidance, guidance from Cultural Specialist and CAO, and professional experience. Dictionaries, glossaries, and subject matter reference materials. Agency manuals.
- d. Exercise of Judgment: Advise Cultural Specialist, PAO and CAO on public diplomacy programs, and appropriate audiences. Manages multiple programs and activities, consulting when necessary.
- e. Authority to Make Commitments: Prior consultation and approval of CAO, PAO, and Washington program offices.
- f. Nature, Level and Purpose of Contacts: Acts as liaison with external organizations. Maintains working level relationships with a wide range of cultural sections contacts. Mission officers and local staff.
- g. Time Expected to Reach Full Performance Level: One Year.

